Searching for Music Hire Material on the National Library of New Zealand Catalogue

The National Library of New Zealand Catalogue allows you to search the National Library’s published collections, including the Music Hire Collection.

Once you have found the item(s) in the catalogue that you want to hire you can either use the online booking form to make a request or you can contact us directly. You cannot request items from the Music Hire Collection directly through the National Library of New Zealand Catalogue.

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Initial Search Screen

Logo Click on the logo at any point to return to the ‘Initial Search Screen’

Help Includes a link to the Music Hire Service page on the National Library of New Zealand website

Advanced Search Go directly to an Advanced Search
**Tips for Searching**

Search by opus or work numbers where possible.

Use formal titles, avoiding “popular” titles e.g. Mozart’s Symphony No. 38 K. 504 rather than “Prague” Symphony.

**Wildcards**

? Use a question mark to represent a single character.

E.g. Wom?n results in Woman and Women

* Use an asterisk to represent multiple characters.

E.g. Symph* results in Symphony, Symphonies etc.

**Exact Phrase Search**

“” Use quotation marks to search for an exact phrase.

E.g. “The land of the mountain and the flood”

**Boolean Operators**

You can use Boolean operators (AND, OR, NOT) in any search.

Boolean operators must be capitalised and Boolean searches are processed in left to right order.

E.g. Tchaikovsky OR Tschaikowsky

**Parentheses**

Use parenthese () to group terms to clarify the order of multiple operators specified in a query.

E.g. (Tchaikovsky OR Tschaikowsky) AND Nutcracker
**Simple Search**

Enter your search criteria in the search box.

Ensure that you are searching the ‘Catalogue’ (this is the default option) and select ‘Music Hire Collection’ from the ‘Search Scope’ dropdown list.

Click on the magnifying glass or hit enter to search.

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**Limit Your Search by Type of Hire Material**

You can use the phrases below (including quotation marks) to limit your search by type of music hire material.

“Choral set”

“Orchestral parts”

“Band parts”
Advanced Search

On the ‘Initial Search Screen’ click on ‘Advanced Search’.

As with a Simple Search, ensure that you are searching the ‘Catalogue’ (this is the default option) and select ‘Music Hire Collection’ from the ‘Search Scope’ dropdown list.

Enter your search criteria and click ‘Search’ or hit enter.
Brief Results Display Page

The number of results for your search will display above the list of titles.

Refine my results

**Sort by**
- Relevance (default)
- Date-newest
- Author
- Title
- Date-oldest

**Filter Categories**
- Show only (Physical items, All online items, Open access items)
- Resource Type
- Publication Date
- Genre/form
- Subject
- Creator/Contributor
- Country of publication
- Language
**Applying and Excluding Filters**

Click on ‘Show More’ to see all available facets for a filter category.

To **instantly apply a filter**, click on the name of the desired facet.

To **instantly exclude a filter**, hover to the right of the facet and click the exclude icon.

To **apply multiple filters**, select the tick box for each facet you’d like to include or exclude. Then click the exclude icon for any facets you want to exclude. Once you have selected all desired facets click ‘Apply Filters’.

**Active filters**

Applied filters will display in the ‘Active filters’ section.

**Remove an applied filter** by clicking the cross for that filter or **remove all applied filters** by clicking ‘Reset filters’.

You can **make an applied filter persistent** throughout your session by clicking on the lock icon that appears when you hover on the name of the applied filter.

Persistent filters show the lock icon and turn yellow. Click the lock icon again to remove the persistent filter.

**Genre/form**

The following Genre/form facets are used specifically for items in the Music Hire Collection:

- **Choral set**
- **Orchestral parts**
- **Band parts**
Results

Overview of Current Availability

Each record has an availability indicator which gives you information about the current availability of its item(s).

![Available at Music Hire Service Wellington Music Hire (Hire music.)](image)

For choral sets, the record will show as available when at least one copy is currently available.

![Check holdings at Music Hire Service Wellington Music Hire (Hire music.)](image)

‘Check holdings’ does not mean that the item(s) are unavailable, only that they have not yet been added to the system.

![Currently unavailable - Music Hire Service Wellington Music Hire (Hire music.)](image)

All items are currently unavailable.
Click the ellipses (…) at the top right of a result to view the full range of actions available:

**Email**
Send a copy of the record to any email address.

**Print**
Print a copy of the record.

**Permalink**
This is a permanent static link to the record. Use this permalink, rather than the address bar URL that can break, to refer to the record.

**Viewing a Record**
Click on the title of a record to view its ‘Full Display Page’.
Full Display Page

The ‘Full Display page’ shows additional information about the record and the availability of its item(s).

Scroll to see the different sections or use the links on the left side of the page.

Exit the ‘Full Display page’ by clicking the cross to the left of the page.

See previous and next results by using the up and down arrows to the left of the page.

As mentioned earlier, you cannot request items from the Music Hire Collection directly through the National Library of New Zealand Catalogue. Please ignore any instructions to ‘Sign in for request options’.
Request item

This section shows the number of items held for the title and the current availability. You cannot check future availability for items on the National Library of New Zealand Catalogue.

We may hold copies of the item in multiple collections so make sure that you are looking at the ‘Music Hire Service’ holding.

Choral sets

The number of copies held will be displayed under ‘Public notes’ and the number of copies currently available will be displayed under ‘Availability’.

If the ‘Availability’ shows ‘(0 copies, 0 available, 0 requests)’ this does not mean that we do not hold copies, only that they haven’t been added to the system yet. Check the ‘Public notes’ for the number of copies held.
Orchestral and Band sets

The number of records at the bottom of the section indicates the number of sets held. Their current availability is displayed in the ‘Status’ column.

Some records may display the set contents under ‘Holdings’.

As with choral sets, if the ‘Availability’ shows ‘(0 copies, 0 available, 0 requests)’ this does not mean that we do not have a set, only that it hasn’t been added to the system yet.
Send to

The same actions for the record are available here as on the ‘Brief Results Display page’.

Details

This section shows more information about the record.

<table>
<thead>
<tr>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Title</strong></td>
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<tr>
<td><strong>Other Title</strong></td>
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<tr>
<td><strong>Creator</strong></td>
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<td><strong>Contributor</strong></td>
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<td><strong>Contributor</strong></td>
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<td><strong>Subjects</strong></td>
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<td><strong>Language</strong></td>
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<td><strong>Notes</strong></td>
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<tr>
<td><strong>Instrumentation</strong></td>
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<tr>
<td><strong>Source</strong></td>
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</tbody>
</table>

Links

Find this item in New Zealand libraries will open the equivalent record in Te Puna Search. There you can check whether any other libraries or hire organisations (including choirs and orchestras) in the country hold copies of the item.
My Favourites

You can save records to ‘My Favourites’ to easily compare and perform actions in bulk on them.

Note that records are only stored in ‘My Favourites’ for your current session.

Saving Records

Click the pin icon 🌟 for the record either on the ‘Brief Results Display page’ or on the ‘Full Display page’ to save it to ‘My Favourites’.

Saved records will have a pinned icon 🌟 and will be highlighted yellow on the ‘Brief Results Display page’.

Click the pinned icon to remove the record from ‘My Favourites’.
**Viewing My Favourites**

Click the pin icon at the top of the page to view ‘My Favourites’.

**My Favourites page**

*Saved records*

**Sort by**  Date added (default)
  - Title
  - Author

To **perform actions on multiple records**, select the tick box for the desired records and either click the pinned icon to remove them from the list or click the ellipses (…) to see the full range of actions.
**Search history**

The ‘Search history’ tab displays all of the searches you have performed during your current session.

Click on a query to perform that search again.

<table>
<thead>
<tr>
<th>Saved records</th>
<th>Search history</th>
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<tbody>
<tr>
<td>10 search queries</td>
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</tr>
<tr>
<td>1</td>
<td>Beethoven Sym* 1 21</td>
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<td></td>
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<td>2</td>
<td>Parnell Bread of heaven</td>
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<td></td>
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<td>Chilcott Fragments from his dish</td>
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<td></td>
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<td></td>
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<td><strong>Handel Messiah</strong></td>
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<td></td>
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